



PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**March 2, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-130**

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements specified below:

**TITLE:** Supervising Administrative Analyst

**SALARY:** \$94,215.26 to \$134,655.77

**LOCATION:** Division of Administration  
Grant Operations Section  
Richard J. Hughes Justice Complex  
3<sup>rd</sup> Floor, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision of the Director, Grants Operations Section, Division of Administration, Department of Law & Public Safety, will be responsible for overseeing the administration of Federal and State grant programs for the Department; will research Federal grant opportunities aligned with the mission of the Department; directs the review, analysis, and appraisal of administrative procedures/policies, organizational structure, and performance to improve efficiency/effectiveness of operations of the organizational unit; supervises subordinate administrative analysts, evaluates performance and assigns work; has charge of work concerned with data processing, administrative practices, budget, and/or other operational studies of the department/agency; performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Economics, Finance, Accounting, or Business Administration may be substituted for one (1) year of indicated nonsupervisory experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, including a course-by-course breakdown, indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-130 and a current resume on or before the closing date of March 16, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

